

PASSENGER FACILITY CHARGE (PFC) APPLICATION

To assist you in preparing your Passenger Facility Charge (PFC) application, we've enclosed a number of items that you will find useful. They are as follows:

- **List of Deadlines and Dates to Be Concerned With.** This list provides some of the more critical deadlines and dates that public agencies need to be concerned with. If you ever think that you cannot meet one of these dates, let us know immediately.
- **Application Form and Instructions.** This set of instruction should help you prepare your PFC application. If you have any questions, contact your local Airport District Office.
- **Attachment B Form and Instructions.** This set of instructions gives you helpful advice and guidance on filling out Attachment B's and the other attachments to the PFC application. Each project must have a separate Attachment B.
- **Advisory Circular List for PFC Projects.** This is the list of advisory circulars that should be used to design PFC funded projects.
- **PFC Assurances.** Lists all of the assurances the public agency agrees to upon approval of a PFC project.

Also, the ACAIS Database List has been sent to all Airports with 500 or more enplanements. All of the airlines on this list must be notified of the air carrier consultation meeting. Failure to notify all of these airlines (unless you have adequate written justification included in the application) will result in your application being found not substantially complete.

It is very important that you keep an open line of communication with us during the preparation of your application. It is also vital that we see a draft of your application before you officially submit it so we check for any significant problems that will delay its approval.
